

Position Purpose:

The purpose of this position is to effectively run recreation programs, events, and activities. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintain the safety of all the beach site.
- Be knowledgeable about the emergency procedures and the emergency action plans.
- Setup and clean up beach area.
- Check equipment and immediately report any issues.
- Observes beaches/water for safety issues and individuals in need of rescue. Must be attentive, which includes watching swimmers at all times; being on the look-out for weak swimmers or swimmers in distress (typically smaller children not accompanied by an adult, or the elderly).
- Performs rescues following department procedures and standards.
- Helps beach patrons in need of assistance (treating minor cuts or other basic medical needs, water rescues, calling 911 in case of emergencies, administering CPR if needed, etc.)
- Keep accurate records regarding participants, incidents, attendance, and any other bookkeeping tasks associated with program.
- Enforce the facility and program rules and foster a safe environment for participants.
- Maintain positive interactions with other staff and members of the community.
- Make decisions, sometimes of a critical nature, as directed by training and standard practices and instructions.
- Confer with management in order to discuss and resolve participant complaints.
- A lifeguard may be assigned as a “Head Lifeguard” for a shift. This dictates who should take the lead in the case of an emergency situation.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Must be 16 years old; demonstrated swimming and lifesaving ability with certifications; minimum of (3+) three years of life guarding experience, supervisory experience preferred; or any equivalent combination of education, training, and experience.

Special Requirements:

Lifeguard Training Red Cross Certificate

Red Cross Standard First Aid Certification

CPR Basic Life Support for the Professional Rescuer Certificate.

CORI check and pass required

Knowledge: Thorough working knowledge of water rescue procedures. Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of first aid and

resuscitation techniques and their application. Knowledge of weather and tidal changes and/or shark advisories.

Ability: Ability to lead and direct the work of others. Ability to communicate effectively with the all members of the public, especially children and elderly, in a courteous and tactful manner. Ability to be effective under conditions which create emotional and physical stress. Ability to fairly and tactfully enforce rules and regulations. Ability to perform arduous lifesaving duties requiring physical endurance and agility. Ability to operate life boats, life lines and other pertinent apparatus.

Skill: Must possess strong swimming ability and physical fitness.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May spend large portion of shift walking and/or standing. Required to swim for long periods and be able to perform water rescues. Performs all lifesaving procedures. Communicates verbally and in writing. Physical ability to operate all swimming lifesaving equipment, including any new equipment assigned.

Supervision:

Supervision Scope: Performs routine functions under specific instructions from supervisor and with some independent judgment required as to methods or procedures.

Supervision Received: Works under the administrative direction of the Recreation Director in accordance with established policies and procedures. Performs many tasks independently, referring problems to Director when needed or when clarification of town policy

Supervision Given: None.

Job Environment:

- Works in office, indoor fitness facilities, such as gyms or fitness studios, or outdoors. Programs may require exposure to elements such as heat, cold, rain, snow, and exposure to sun. Contact with the water may be required such as beaches or pools. Most recreation programs take place in fast paced environments.
- Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates and utilizes all equipment and tools pertaining to recreational facilities.
- Has high degree of interaction with general public, Town Officials and Town Departments, coaches, staff, sports officials, parents, children, business and civic groups.
- Errors could result in adverse public relations, loss of funds, legal ramifications, reduced level of services, injury to staff and the public, as well as adverse public relations to the Town.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.